



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Public Health Representative Trainee [Classified Competitive]</b>			Salary <b>P95 \$45,521.43 - \$47,579.48</b>
Posting Number <b>244-22</b>	Position Number <b>Various</b>	Number of Positions <b>3</b>	Posting Period * <b>From: 03/14/2022 To: 03/28/2022</b>
Location: <b>Epidemiology, Environmental and Occupational Health Consumer, Environmental and Occupational Health Service Public Health and Food Protection Program 135 East State Street, 4<sup>th</sup> Floor Trenton, NJ 0625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisory official this position would be responsible for record data and maintain the staff training and consumer complaint database systems using Access and Excel. Identify gaps and develop improvements to address gaps as necessary. Assists in planning, organizing and monitoring staff training and associated travel packages in ReqTrack. Works as part of a team to ensure that follow up tasks are completed. Assists in note taking and distribution for scheduled meetings. Maintains files as assigned. Composes, formats and types simple correspondence. Communicates with external stakeholders to schedule meetings associated with the MFRPS project. Provides administrative support including answering and forwarding incoming calls to appropriate personnel. Receives, opens, time stamps, and routes incoming mail. Responds to basic questions regarding the MFRPS program. Maintains communication with the Program personnel.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b><i>PSTEEOH@doh.nj.gov</i></b></li><li>• Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #244-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*